



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

April 23, 2024

REGIONAL MEMORANDUM

No. **480** 2024

**CONDUCT OF THE REGIONAL WORKSHOP ON THE PREPARATION
AND SUBMISSION OF CALENDAR YEAR (CY) 2024
MID-YEAR FINANCIAL REPORTS**

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Finance Division, shall hold its Regional Seminar Workshop on the Preparation and Submission of CY 2024 Mid-Year Financial Reports on July 1 to 5, 2024 hosted by Catbalogan City Division at a venue to be announced later.
2. The objectives of this activity are the following:
 - a. prepare, review, and submit the Consolidated CY 2024 Mid-Year Financial and Budgetary Reports of the Schools Division Offices (SDOs), utilizing the EFRS and EBMS Consolidators respectively;
 - b. discuss the uniform implementation of significant procedures and policies in the management of financial resources for efficient implementations of DepEd programs and projects; and
 - c. address other related financial issues.
3. The participants in this activity are as follows:
 - a. Division Accountants, Division Budget Officers, and three (3) SDO finance staff to assist in the preparation and consolidation of the SDO financial and budgetary reports;
 - b. Accountant/Bookkeeper from all Implementing Units;
 - c. RO Finance Division personnel involved in the preparation and consolidation of reports; and
 - d. Guests/speakers.
4. A workshop fee of **Eight Thousand Pesos (P8,000.00)** per participant shall be collected to defray the cost of meals and lodging and other training expenses incurred for the whole duration of the workshop. Traveling expenses of the participants and the registration fee shall be charged against Division/School/Local Funds, subject to existing government accounting and auditing rules and regulations. Payments made through check shall be payable to **DEPED, DIVISION OF CATBALOGAN CITY** with Account Number **DBP LCCA 0730-030259-030**.
5. Additional participants to the workshop may be allowed, provided that the host is promptly informed to allow them to effectively plan the necessary and appropriate procurement.

6. Each Division Office is required to confirm their participants through JESSIE ROSE B. CABAÑERO at 0906-2313786 or through the Finance Team FB Group no later than May 15, 2024.
7. The participants shall bring their laptops, extension cords, printers and ink/toners, book papers, documents/reports, and other supplies necessary in the preparation of the financial and budgetary reports.
8. A Division Workshop shall be conducted before the Regional Workshop to facilitate the on time submission of complete and accurate Consolidated Mid-Year Reports.
9. All Division Offices shall **strictly comply with the submission of all reports on time**. The deadline for submission shall be **July 4, 2024, at 9:00 p.m.** The list of reports for submission shall be disseminated through the Finance FB Group at a later date.
10. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director

Enclosures: None

References: None

To be indicated in the Perpetual Index under the following subjects:

MID-YEAR SEMINAR-WORKSHOP

FD-GJF

